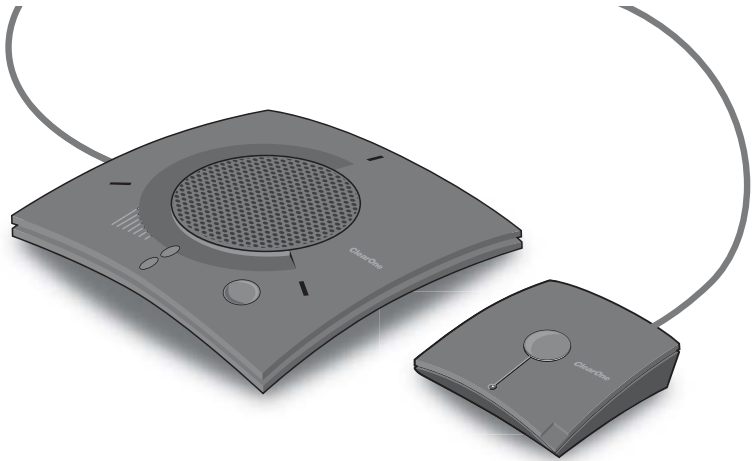
ClearOne

CHAT™ **150** Group Speaker Phone

QUICK START GUIDE



Caution: Read the Safety Information in the instruction manual

TECHNICAL SUPPORT

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BEFORE YOU BEGIN

To use your Chat 150 with a telephone, video conferencing device, ***or*** computer, see the appropriate heading in the Table of Contents to locate the installation instructions.

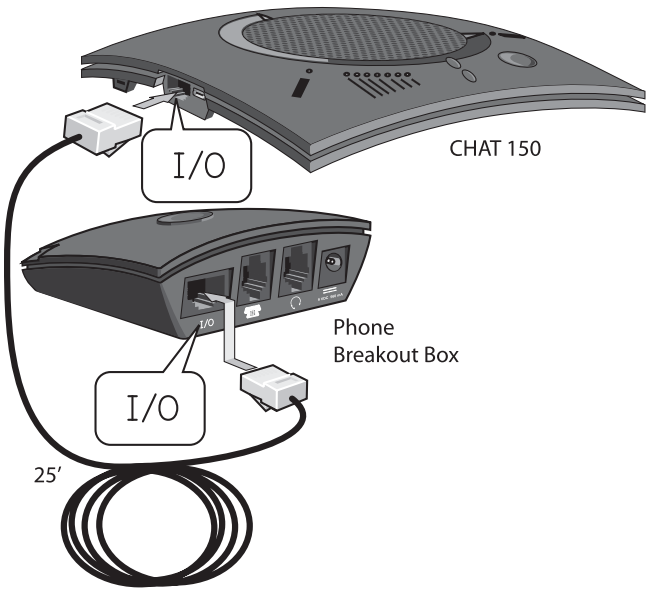
To use your Chat 150 with telephone or video conferencing device ***and*** a computer at the same time, use the following procedure:

1. Connect your Chat 150 to your telephone or video conferencing device (see the appropriate heading in the Table of Contents to locate the instructions).
2. Connect your Chat 150 to your computer using this Quick Start Guide (see *Connecting Chat 150 to a PC* in the Table of Contents to locate the instructions).
3. Refer to the *Chat 150 User's Manual* for detailed instructions on how to configure and customize your Chat 150 for use with your computer.

CONNECTING CHAT 150 TO A TELEPHONE

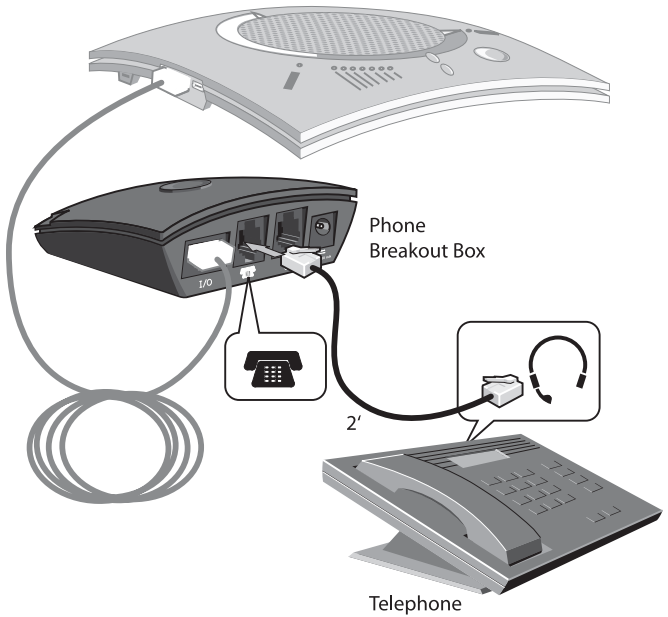
Perform the following steps to connect your Chat 150 to a telephone:

1. Using the included 25’ ClearOne RJ-45 Chat 150 connection cable, connect the Chat 150 Phone Breakout Box to your Chat 150 as shown in the picture to the right.

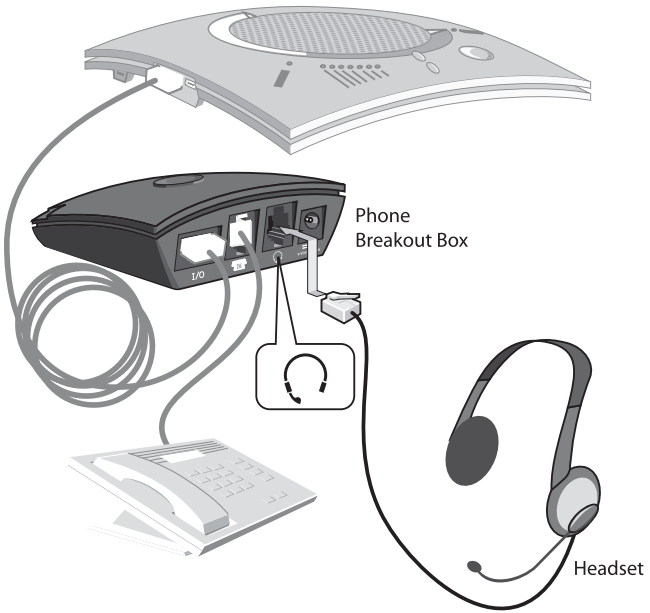


2. Using the included 2’ ClearOne RJ-9 telephone connection cable, connect the Chat 150 Phone Breakout Box’s **phone jack** to your telephone’s **headset jack** as shown in the picture to the right.

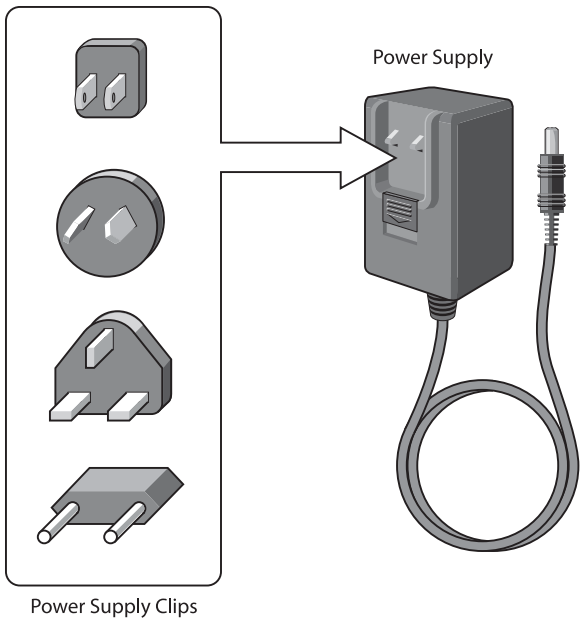
> ⚠ **DO NOT** plug the cable into the telephone’s line jack, handset jack, or to phones other than those listed on your Chat 150 package labeling. Damage to the telephone and/or Chat 150 might occur.



3. If you have a headset that you typically use with your telephone, connect it to the **headset jack** on the Chat 150 Phone Breakout Box as shown in the picture to the right.



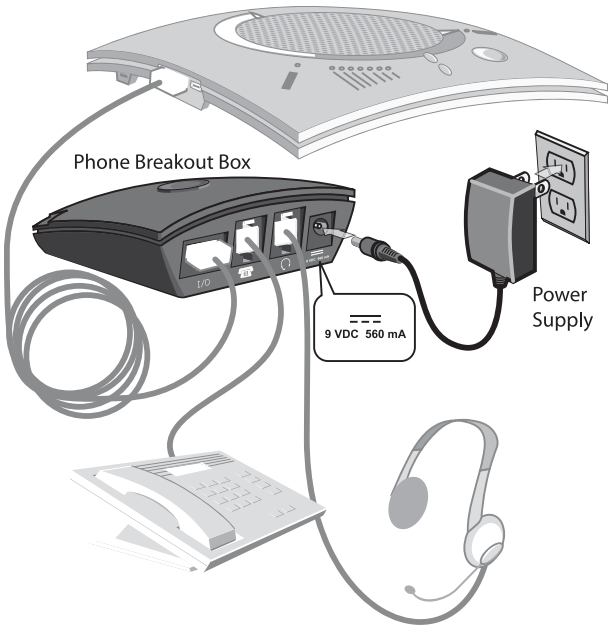
4. Slide the correct power supply clip for your country into the included power supply as shown in the picture to the right. The power supply may contain a plastic shield that must be removed before inserting the clip.



5. Using the included power supply, connect the Chat 150 Phone Breakout Box to a power outlet as shown in the picture to the right.

6. The blue LED indicators on the Chat 150 illuminate, indicating that the Chat 150 has power.

7. Install the Chat software and configure the Chat 150 for use with your telephone by clicking on **Device Setup**. See the *Connecting Chat 150 to a PC* section of this manual for quick instructions. For detailed instructions, refer to the *Chat 150 User's Manual*.



USING THE CHAT 150

CHAT 150 LED Indicators

The three microphone LED indicators illuminate blue when the Chat 150 microphones are unmuted. The indicators illuminate red when the Chat 150 microphone mute function is active.

The seven volume LED indicators illuminate blue to indicate the current volume setting--more lights indicate higher volume.

CHAT 150 Volume Up/Down & MUTE Buttons

Use the Volume Up/Down buttons (indicated by a large dot and a small dot) to adjust the volume level of the Chat 150. Holding down either button continuously will change the volume rapidly.

Use the Mute button to mute the Chat 150's microphone until the Mute button is pressed again. If you are using the Chat 150 with a PC, you can also use the Volume Control in Windows, as well as the Chat 150 software to adjust the volume and mute the microphone.

CHAT 150 PHONE BREAKOUT BOX

Press the **Headset** button on the phone breakout box to send audio from your phone to your headset connected to the Chat 150 Breakout Box. This will also disable audio going from the Breakout Box to the Chat 150 - it is only routed to the headset. The phone breakout box LED indicator illuminates green, indicating that headset audio is activated. The Chat 150 LED indicators remain lit, although audio is not routed to the Chat 150 from the Breakout Box (USB audio is still active). Press the **Headset** button again to disable headset audio and reactivate audio from the Breakout Box to the Chat 150.

CHAT 150 SOFTWARE

The Chat 150 includes software that has a database of pre-configured device settings, which allows you to instantly select and apply optimal audio settings for supported devices. It also allows you to create customized audio settings and save them as custom devices. To learn more about this software, refer to your *Chat 150 User's Manual.*

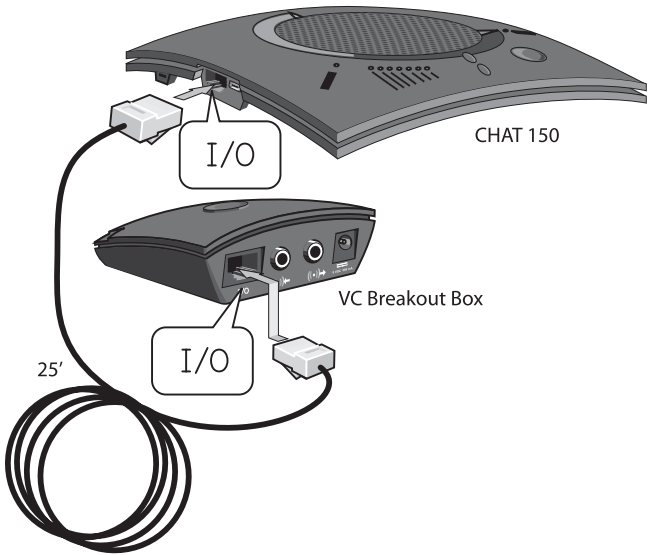
To install the the Chat 150 software, visit http://www.clearone.com/support/downloads.php?content=main and select **Chat 150** from the product drop-down list. Select the **Chat 50/150 Software** from the list to download the most current version of the Chat 150 software. For detailed installation instructions, refer to your *Chat 150 User's Manual*.

- **Note**: If you do not have internet access on your computer, use the **Chat 150 Installation CD** included in the box.

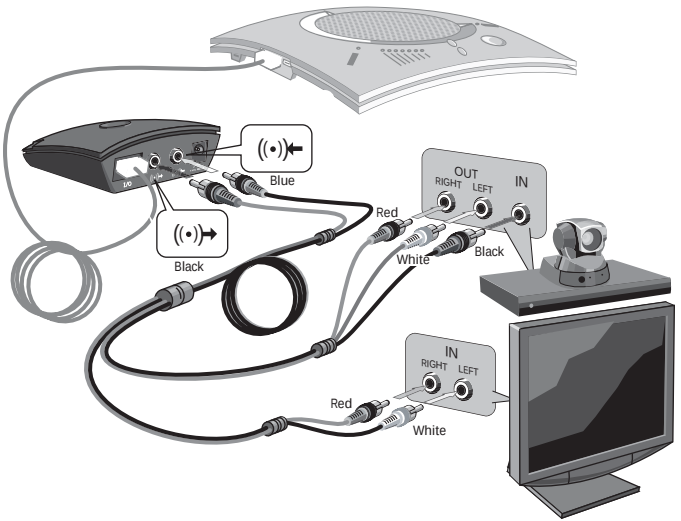
CONNECTING CHAT 150 TO A VIDEO CONFERENCING DEVICE

Perform the following steps to connect your Chat 150 to a video conferencing device:

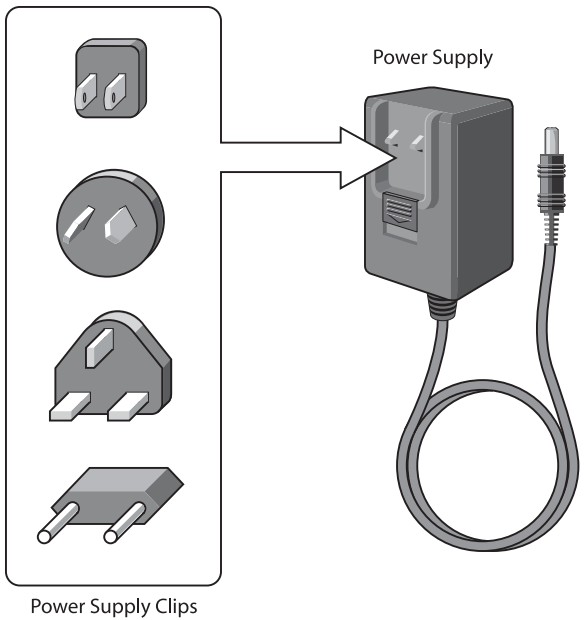
1. Using the included 25’ ClearOne RJ-45 Chat 150 connection cable, connect the Chat 150 VC Breakout Box to your Chat 150 as shown in the picture to the right.



2. Using the included 6’ ClearOne RCA audio cables, connect the Chat 150 VC Breakout Box’s **audio in** port to your video conferencing device’s **audio out** port, and the Chat 150 VC Breakout Box’s **audio out** port to your video conferencing device’s **audio in** port. For more detailed instructions, refer to the *Chat 150 User’s Manual*.



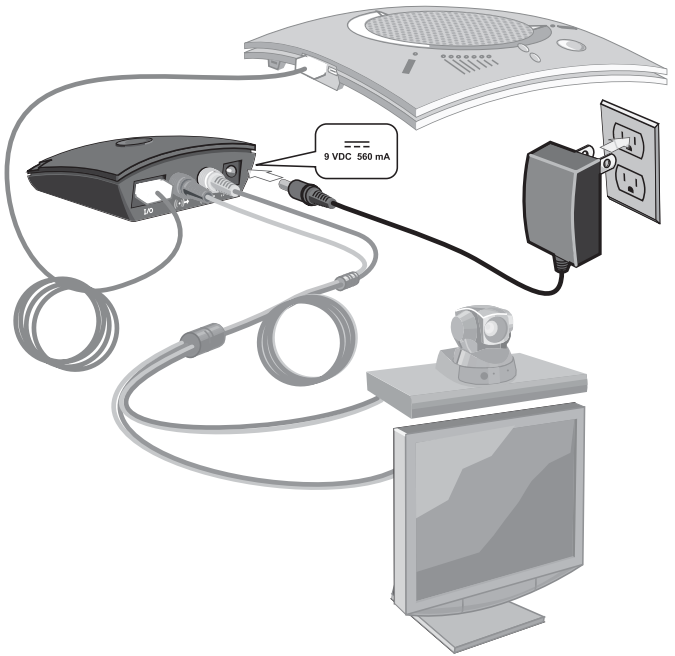
3. Slide the correct power supply clip for your country into the included power supply as shown in the picture to the right. The power supply may contain a plastic shield that must be removed before inserting the clip.



4. Using the included power supply, connect the Chat 150 VC Breakout Box to a power outlet as shown in the picture to the right.

5. The blue LED indicators on the Chat 150 illuminate, indicating that the Chat 150 has power.

6. Install the Chat software and configure the Chat 150 for use with your video conferencing device by clicking on **Device Setup**. See the *Connecting Chat 150 to a PC* section of this manual for quick instructions. For detailed instructions, refer to the *Chat 150 User's Manual.*



USING THE CHAT 150

CHAT 150 LED Indicators

The three microphone LED indicators illuminate blue when the Chat 150 microphones are unmuted. The indicators illuminate red when the Chat 150 microphone mute function is active.

The seven volume LED indicators illuminate blue to indicate the current volume setting--more lights indicate higher volume.

CHAT 150 Volume Up/Down & MUTE Buttons

Use the Volume Up/Down buttons (indicated by a large dot and a small dot) to adjust the volume level of the Chat 150. Holding down either button continuously will change the volume rapidly.

Use the Mute button to mute the Chat 150's microphone until the Mute button is pressed again. If you are using the Chat 150 with a PC, you can also use the Speaker Volume Control in Windows, as well as the Chat 150 software to adjust the volume and mute the microphone.

CHAT 150 VC BREAKOUT BOX

Once you have properly connected the Chat 150 VC Breakout Box to your video conferencing device and TV using the included RCA Connection Cable, all settings changes such as mute, microphone and speaker level adjustments, etc., are controlled through the Chat 150 software.

The Breakout Box itself has no buttons and no functionality for making settings changes. It does have a green LED light that indicates power to the device.

CHAT 150 SOFTWARE

The Chat 150 includes software that has a database of pre-configured device settings, which allows you to instantly select and apply optimal audio settings for supported devices. It also allows you to create customized audio settings and save them as custom devices. To learn more about this software, refer to your *Chat 150 User's Manual.*

To install the the Chat 150 software, visit http://www.clearone.com/support/downloads.php?content=main and select **Chat 150** from the product drop-down list. Select the **Chat 50/150 Software** from the list to download the most current version of the Chat 150 software. For detailed installation instructions, refer to your *Chat 150 User's Manual*.

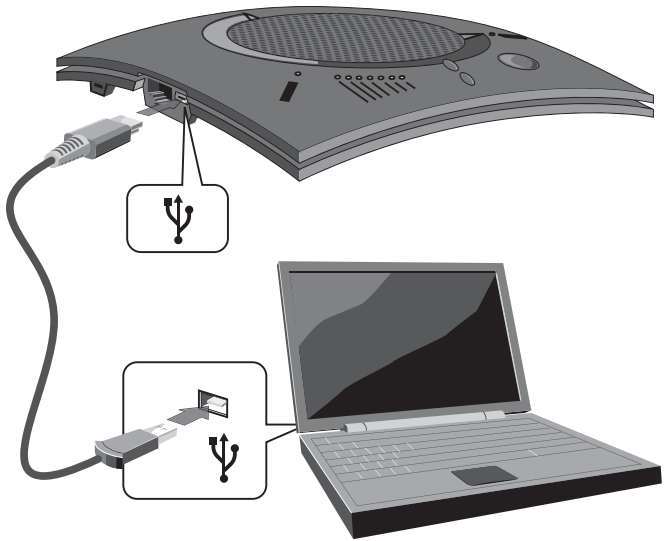
- **Note**: If you do not have internet access on your computer, use the **Chat 150 Installation CD** included in the box.

CONNECTING CHAT 50 TO A PC

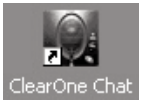
1. Visit http://www.clearone.com/support/downloads.php?content=main and select **Chat 150** from the product drop-down list. Select the **Chat 50/150 Software** from the list and download the most current version of the Chat 150 software. For detailed installation instructions, refer to your *Chat 150 User's Manual*.

- **Note**: If you do not have internet access on your computer, use the **Chat 150 Installation CD** included in the box.

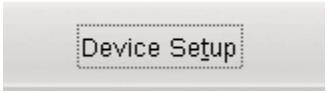
2. Using the included USB 2.0 cable, connect the Chat 150 to your PC as shown in the picture to the right.



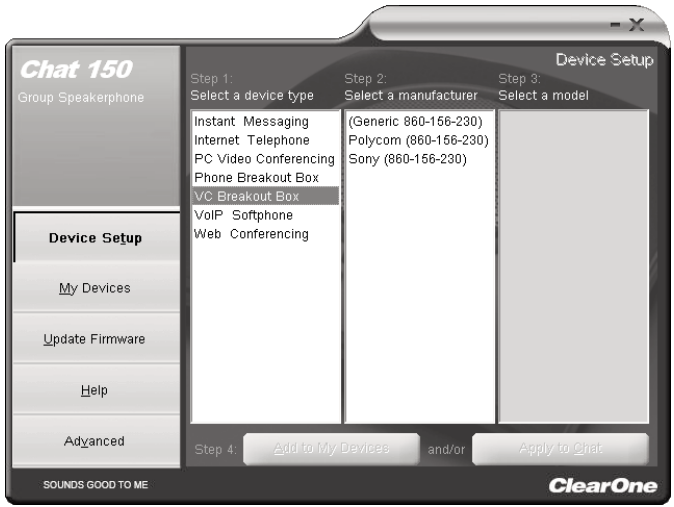
3. Start the Chat 150 configuration software by double-clicking the ClearOne Chat icon on your desktop.



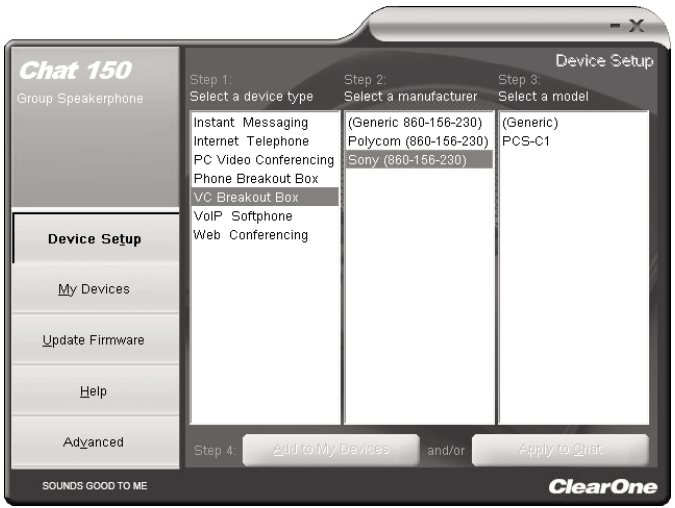
4. Click the Device Setup button.



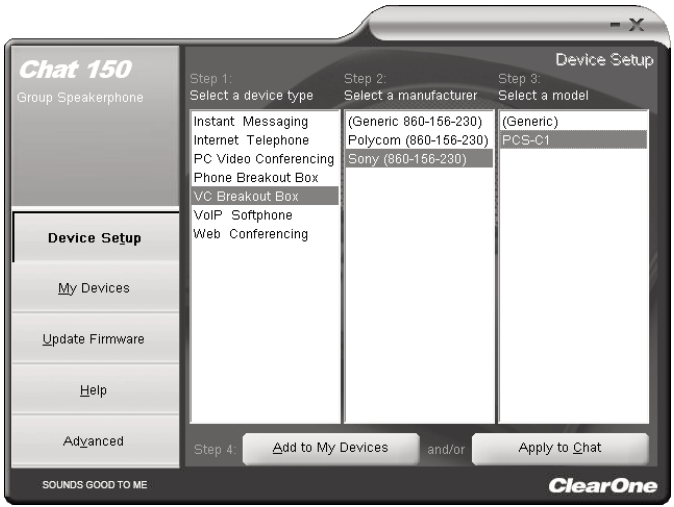
5. Select the type of device you are using with your Chat 150 (see the picture to the right).



6. Select the manufacturer of the device connected to your Chat 150 as shown in the picture to the right. If the manufacturer of your device is not listed, select **Generic.** (Note that **Generic** is not an available manufacturer under **Phone Breakout Box**.)



7. Select the model for the device as shown in the picture to the right. If the model for the device is not listed, select **Generic.** (Note that **Generic** is not an available model under **Phone Breakout Box**.) Once you select a model, the **Add to My Devices** and **Apply to Chat** buttons become active.



8. Click the **Apply to Chat** button to apply the audio settings for the selected device to your Chat 150.

10. You can now adjust the preconfigured audio settings and save the customized device settings using **My Devices**. Refer to the *Chat 150 User's Manual* for more information.